

TOWN OF

DARIEN, CONNECTICUT

EMERGENCY OPERATIONS PLAN

ANNEX "L"

SCHOOL EMERGENCY RESPONSE PLAN

Approved By:

Darrell R. Lund, Superintendent of Schools

Date

John W. Jordan, Director
Darien Emergency Management

Date

DARIEN SCHOOL EMERGENCY PLAN

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DARIEN SCHOOL EMERGENCY PLAN

I. AUTHORITY

Authority for this Annex is contained in Title 28, Chapter 517 of the General Statutes of Connecticut, as amended; Darien’s Emergency Operations Plan; Executive Orders; Town Ordinances; Charter Provisions and Special Acts as may be applicable.

II. PURPOSE

In the event of an emergency, the primary function of all school personnel is to provide maximum protection for students and to reunite students with their parents as soon as it is feasible.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

The school system consists of eight (8) facilities. They are :

District Administrative Offices	2 Renshaw Road
Darien Senior High School	80 High School Lane
Middlesex Middle School	204 Hollow Tree Road
Hindley Elementary School	10 Nearwater Lane
Holmes Elementary School	18 Hoyt Street
Ox Ridge Elementary School	395 Mansfield Avenue
Royle Elementary School	133 Mansfield Avenue
Tokeneke Elementary School	7 Old Farm Road

Of the students attending these schools, approximately 75 percent travel to school by bus, and 25 percent travel to school by other means.

B. ASSUMPTIONS

1. In the event of an emergency requiring evacuation of a campus, a large number of individuals would have to be transported and sheltered in a short time.
2. In the event of an emergency requiring other protective actions (in-school sheltering, fire hazard, etc.) prompt in-school actions must be carried out.

IV. ORGANIZATION

The First Selectman, or the person legally administering the office, directs and coordinates large-scale emergency actions. The Superintendent of Schools administers the School Emergency Response Plan under the direction of the First Selectman. The Superintendent has authority over principals, who direct and coordinate on-campus emergency responses as part of their responsibility for student safety and the preservation of school property. All school personnel take direction from school principals or their designees. However, under Connecticut State Statutes, fire officials have the authority to order sheltering, evacuation, or such other actions, which will ensure the safety of persons attending educational institutions. Principals may assign specific emergency tasks to school personnel, as the situation requires.

V. CONCEPT OF OPERATIONS

This plan is designed so that its preparedness and response components will meet the requirements of any foreseeable disaster, either those requiring coordination with other town authorities or those to which the department would respond unilaterally.

A. INCREASED READINESS OR WATCH PHASE

1. INCREASED READINESS OR WATCH

The Increased Readiness or Watch Phase is that period of time from receipt of initial notification of a potential emergency to the onset of the emergency. All divisions of town government, including external and support agencies, will be alerted to the possibility and nature of the impending emergency. The length of time in an Increased Readiness or Watch Phase may vary from a few minutes to several weeks.

2. INCREASED READINESS OR WATCH ACTIONS

(The sequence in the Increased Readiness or Watch Actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

- a. The First Selectman, or anyone legally administering the office, will call together town department and division heads, including the Superintendent of Schools, and brief them on the situation.
- b. Following the briefing, the Superintendent of Schools will review his responsibilities outlined in the Emergency Operations Plan and this Annex.

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- c. The Superintendent of Schools will take all necessary steps to safeguard the school population at any time school is in session.
- d. School principals will monitor the NOAA Weather Radio on 162.40 MHz and the local Emergency Alerting System (EAS) radio stations.
- e. If school is not in session, the Superintendent may notify the appropriate radio stations to broadcast a no-school announcement.

B. EMERGENCY PHASE

1. EMERGENCY PHASE

- a. The Emergency Phase is that period of time during which the emergency is occurring, with or without warning.

Action will be taken immediately to evaluate the emergency, warn the school population, and make use of all available personnel, equipment and resources to minimize the effects of the disaster on school community.

- b. "WARNING" means that the emergency is imminent or actually underway.
- c. The Superintendent of Schools will proceed to the Emergency Operations Center where, under the direction of the First Selectman, he will relay information and instructions to each principal.
- d. School principals will monitor local Emergency Alerting System (EAS) radio stations. They will conduct emergency operations (release students, evacuate, take shelter, or standby) under the direction of the Superintendent, in a manner which will maximize the safety of students and staff and preserve school property.

2. EMERGENCY ACTIONS (The sequence is not meant to establish priorities.)

- a. TAKE SHELTER

In the event that an immediate environmental hazard (tornado, hazardous material incident) will involve the schools in less than an hours time, the Superintendent will advise each principal to initiate and direct a sheltering action for students and staff.

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Normally, the principal will transmit his/her directions to all areas of the school via the public address system or a pre-planned signal. If this system cannot be used, messengers will be dispatched along designated routes to advise teachers and staff of the impending protective action. Teachers will lead their students to shelter areas, after ensuring that the lights (except during natural gas leaks) have been turned off, windows and blinds closed, and doors closed in the classrooms they have left. Also, each teacher should take some form of attendance record from the classroom. Evacuation from in-school shelters will be initiated immediately upon warning by the appropriate fire or police authorities.

If the threat is a blast (explosion) or overpressure (tornado) hazard and there is no time to reach designated in-school shelter area, teachers will instruct students to take shelter in the designated locations within the school which have been determined safe under the guidelines referenced in the Office of Emergency Management Advisory Bulletin 256 and/or FEMA publication TR-83B. If the threat is an airborne hazard, the take shelter protective action will consist of blocking all ventilation from the outside and waiting for instructions.

The Superintendent of Schools, or his official designee, will direct principals to release the students from taking shelter protective actions when the situation permits. In all cases, shelters will be abandoned immediately upon the advice of appropriate fire or police authorities.

b. TEMPORARY EVACUATION

In the case of a bomb threat, explosion or fire affecting an individual school, the principal of that school will initiate and supervise the execution of the standard fire evacuation plan. Teachers are to lead students in their charge quickly and quietly along prescribed routes leaving the building. Teachers are also responsible for turning off lights, closing windows and blinds, and closing the doors in the classrooms they are leaving. They will take a seating chart or class list with them to check attendance.

In the case of a bomb threat, the person receiving the threat will file a report with the Police Department. The Superintendent will make the decision to dismiss or retain the students and the principal will implement that decision.

c. FACILITY EVACUATION

In the event that an emergency situation will impact on the schools and there is sufficient lead time, the Superintendent will advise each principal to evacuate the facility under his/her authority. This action will be designated a FACILITY EVACUATION. Arrangement will be made for school buses to transport pupils, and school crossing guards and/or police to provide access control for the campus.

The principal will transmit his/her directions to students and staff in all areas of the school via public address system or a pre-planned signal. If this system cannot be used, messengers will be dispatched along designated routes to advise teachers and staff of the impending protective action. Students who commute to school by bus will be readied to board buses for home. Students who commute by other means will be released if their normal means of transportation are available. Teachers will ensure that the lights have been turned off (except during natural gas leaks), windows and blinds have been closed, and doors closed in the classrooms they have left. Each teacher will take the attendance record from the classroom for the purpose of determining that each student present on that day has been evacuated. Teachers will supervise their students' evacuation until no student remains in the school facility. Each teacher will then report his/her own destination to the principal before leaving. The Superintendent will decide when each school can be reopened for classes.

d. AREA EVACUATION

DEFINITION: For the purposes of this plan, an AREA EVACUATION is defined as an evacuation of the school wherein the students cannot be transported to their homes because of a confirmed or suspected environmental hazard in residential areas.

In the event an emergency occurs which requires that both the school and surrounding areas be evacuated, the Superintendent will designate an AREA EVACUATION under the direction of the First Selectman. This operation will be conducted in the same manner as FACILITY EVACUATION, except that all students will be evacuated promptly by bus to shelter facilities.

The principal, teachers and staff will evacuate with the students. The principal will report to the Superintendent of Schools on his/her destination. When the emergency has passed, students will be released into the care of their parents or, if possible, transported to their homes by normal means of transportation.

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C. RECOVERY PHASE

1. RECOVERY PHASE

This phase is the period immediately following the emergency when actions will be taken to restore the department, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Actions to be taken include restoration of facilities, utilities, necessary services, food service and finally, reopening of the schools. Some recovery actions may commence during the emergency phase. All recovery actions will be directed by the First Selectman.

2. RECOVERY ACTIONS

- a. The Superintendent of Schools will cooperate with the town Emergency Operations Center in maintaining the use of school facilities for temporary shelters, where necessary.
- b. The Superintendent will assess information supplied by the supervisor of maintenance and the custodial staff on each damaged school to determine under what conditions that school can be opened.

VI. DIRECTION AND CONTROL OF OPERATIONS

The Superintendent of Schools, acting under the direction of the First Selectman, or anyone legally administering that office, will supervise whatever phase of the plan is selected. He will transmit this decision from the town Emergency Operations Center to each principal, who will then be responsible for implementing that phase of the plan in the schools. Principals may designate various members of their staffs to perform specific tasks, as needed. Teachers are to remain with their students to supervise them, facilitate their movement from place to place, where necessary, and maintain attendance records.

The Superintendent of Schools will exercise his control of operations from the town Emergency Operations Center, except in the case of temporary evacuation, when direction will be given from his normal work station or on site. If the Emergency Operations Center is evacuated and mobilized, the Superintendent will remain with the center when it moves.

Principals will establish an outdoor Operations Center for emergencies requiring temporary evacuation. For situations requiring full evacuation, principals will continue to give direction from their offices until the last students and staff members have left. At that time, principals will advise the Superintendent of their destinations. During a take shelter emergency, principals will shelter with students and staff, maintaining a line of communications to the Emergency Operations Center, if available.

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VII. DEPARTMENTAL LINE OF SUCCESSION

In order to ensure continuity in operations of the town school system during a period of emergency resulting from a disaster (natural or man-made) the following line of succession shall prevail:

- A. First Selectman
- B. Superintendent of Schools
- C. Assistant Superintendents of Schools (Secondary, then Elementary)
- D. Director of Finance

VIII. DEPARTMENTAL TASK ASSIGNMENTS

- A. The SUPERINTENDENT OF SCHOOLS is responsible for, but not limited to, the performance of the following functions under this plan:
 - 1. Development and dissemination, with input from school principals, of procedures to be followed by all students, parents and school personnel in disaster emergencies.
 - 2. In an actual emergency, gathering all information necessary to advise school principals on what protective action(s) to take.
 - 3. Keeping school principals updated on the current status of the emergency via periodic communications.
 - 4. Advising principals on when students can be released from shelter or evacuation areas.
 - 5. Coordinating, with the Health Department, the use of school facilities for emergency medical, nutrition and relocation centers.
 - 6. Deciding, with the assistance of the affected principal, supervisor of maintenance and custodial staff, when a particular school can be returned to normal use.
- B. PRINCIPALS are responsible for, but not limited to, the performance of the following functions under this plan:
 - 1. Assisting the Superintendent in the preparation of Emergency Operations Plans for individual schools under their supervision.
 - 2. Notifying parents of emergency plans and obtaining information on where students are to be sent during a facility evacuation.

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3. Assigning emergency responsibilities, according to individual plans, to school personnel.
 4. Activating the evacuation or take shelter message or signal to instruct teachers to take protective action(s) for themselves and their students.
 5. Coordinating bus transportation with the First Selectman or Superintendent if area or facility evacuation is deemed necessary.
 6. Summoning school crossing guards or the police to staff access control points around the campus.
 7. Supervising plan implementation.
 8. Maintaining communications with the Superintendent in the Emergency Operations Center.
 9. Providing emergency access to school buildings during times that school is not in session.
 10. Assisting the Superintendent in determining when the school can be returned to normal use.
- C. TEACHERS are responsible for, but not limited to, the performance of the following functions under this plan:
1. Familiarizing themselves with the protective actions taken under each component of the town Emergency Operations Plan.
 2. Transmitting information on protective actions to students.
 3. Exercising control and discipline in their supervision of students in the evacuation and take shelter modes.
 4. Maintaining attendance records during emergencies.
 5. Taking all necessary precautions to protect the school facility.
 6. Reporting to the principal's office, if off duty when the evacuation or take shelter message or signal is sounded.

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- D. SCHOOL NURSES, when assigned, are responsible for, but not limited to, the performance of the following functions under this plan.
1. Obtaining specialized knowledge of first aid techniques utilized during disaster conditions.
 2. During an emergency, rendering first aid, treating casualties and preparing them for transportation to a medical treatment facility.
 3. Recommending proper protective actions for the physically handicapped.
- E. OFFICE PERSONNEL are responsible for, but not limited to, the performance of the following functions under this plan:
1. Assisting the principal with the implementation and execution of emergency procedures.
 2. Maintaining records and pertinent information, which may be required during an emergency.
- F. CAFETERIA PERSONNEL are responsible for, but not limited to, the performance of the following functions under this plan:
1. Maintaining an adequate supply of food and water for emergency use.
 2. Emergency feeding.
 3. Rotating food and water stocks maintained for emergency.
- G. The CUSTODIAL STAFF is responsible for, but not limited to, the performance of the following functions under this plan:
1. Preparing and posting diagrams showing shut-off valves and switches for all utilities.
 2. Under the direction of the principal, attending to specific duties pertaining to the physical plant.
 3. Keeping all areas free from materials and conditions which, might add to an already hazardous situation.
 4. Assisting the principal in preparing a damage report after the emergency is over.

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- H. SCHOOL BUS DRIVERS are responsible for, but not limited to, the performance of the following functions under this plan:
1. Obtaining and reviewing details of the plan by which they are to report to schools to evacuate students in an emergency.
 2. Becoming aware of actions and alternate routes which, may have to be taken during an evacuation.

IX. SUPPORT REQUIREMENTS

A. COMMUNICATIONS

The implementation of this Annex (plan) requires communications and coordination support from the town Emergency Operations Center.

B. ACCESS CONTROL

If the necessity for evacuation arises, the principal will ask that school crossing guards or supernumeraries establish access control points to prevent traffic congestion around the campus from impeding the orderly entry and exit of school buses. The school department may request radio communications support if necessary.

C. IN-PLACE SHELTERING

The school department may provide support to the Health Department in the provision of facilities to be used for emergency medical, nutrition and relocation centers.

D. FOOD PREPARATION FACILITIES are available in the following schools: All Schools

E. EMERGENCY POWER GENERATING EQUIPMENT is available in the following schools: None

X. SPECIAL REQUIREMENTS

Area private and parochial schools will appoint a private/parochial school liaison to coordinate their Emergency Operations Plan with that of the public school system.

The Superintendent of Schools will maintain a log of all emergency messages received and those sent to the principals. The school principals, or their designees, will maintain a log of all messages received and sent.

This Annex to the Basic Emergency Operations Plan for the Town of Darien will become effective upon approval and signing by the Emergency Management Director, and Superintendent of Schools.

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Attachment 1

DIRECTORY-CONTACT PERSONNEL

<u>Name</u>	<u>Title</u>	<u>Telephone Numbers (203)</u>
Darrell R. Lund	Superintendent of Schools	Home (914) 793-8360 Office 656-7412 / 656-7401
Don Fiftal	Ass't. Superintendent	Home 263-5440 Office 656-7414
Darren Novak	Director of Operations	Home 929-8826 Office 656-7418

DATE: 08/02

PUBLIC SERVICE ANNOUNCEMENT

The First Selectman or the Superintendent of Schools will release a media announcement, advising parents on the status of school children. This announcement will provide information on what incident prompted the evacuation, which schools have been evacuated, where the students are being sheltered, when they will be released (if known), and if parents should pick them up at the shelter site. A model announcement follows:

"As a result of _____ (incident), students and faculty from the _____ School have been moved to _____. All extracurricular activities have been canceled. It is projected that students will be released at _____ AM/PM, at which time parents should come to _____ to pick them up. Stay tuned to this station for further information."

DATE: 08/02

TRANSPORTATION EMERGENCY OPERATING PROCEDURES

1. The Superintendent of Schools or his Designee will call the Laidlaw Bus Company.
2. The Bus Company Dispatcher will activate the plan to call drivers.
3. Buses will be sent to locations designated by the Superintendent, First Selectman or Director of Emergency Management.
- 4.
- 5.

Attachment 4

MISSION ASSIGNMENTS

The SCHOOL SYSTEM has responsibility for:

1. Developing an Annex to this Emergency Operations Plan outlining the procedures to protect the school population including students, faculty and staff. This may involve retention of the personnel in school shelter facilities or releasing them to their homes or other shelter facilities.
2. Providing effective emergency evacuation procedures for use in natural and human caused disasters and threats of disaster.
3. Dissemination of procedures to be followed by all students, parents and school personnel in disaster emergencies.
4. Providing access to school buildings during emergencies when school is not in session.
5. Cooperating with and assisting the Health Department by providing facilities for emergency medical care or emergency feeding.
6. Providing school facilities for use as shelters during emergencies and/or disasters. In a possible radiological situation, shelters shall be stocked (as directed by the First Selectman) with emergency food and water and other necessities for survival.
7. In major emergencies or disasters, providing personnel to function as shelter managers.
8. Providing school buses for emergency evacuation after student needs have been met.
9. Providing personnel for staffing the Emergency Operations Center.
10. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

ALL TASKED ORGANIZATIONS

“All tasked organizations” include all other government or private sector organizations that have been assigned tasking in the Emergency Operations Plan to perform response functions.

1. Maintain current internal personnel notification rosters and SOP's to perform assigned tasks.
2. Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
3. Analyze needs and determine specific communications resource requirements.
4. Work with EOC communications coordinator to ensure equipment and procedures are compatible.
5. Identify potential sources of additional equipment and supplies.
6. Provide for continuity of operations.
 - Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternative operating locations provide a means to continue organizational functions during emergency conditions.
 - Protect emergency response staff. This includes actions to:
 - ◊ Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.

ALL TASKED ORGANIZATIONS

- ◇ Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.
- ◇ Provide security at facilities.
- ◇ Rotate staff or schedule time off to prevent burnout.
- ◇ Make stress counseling available.
- Ensure the functioning of communications and other essential equipment. This includes actions to:
 - ◇ Test, maintain, and repair communications and warning equipment.
 - ◇ Stockpile supplies and repair equipment.